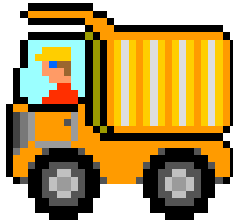# Transportation Technician
Skill Based Pay
Tracking System

Administrative Program Guide

December 2004

Engineering Applications Development Group
Information Technology
North Carolina Department of Transportation

Transportation Technician Skill Based Pay

Table of Contents

Transportation Technician Skill Based Pay

1. LOGGING INTO THE TRANSPORTATION TECHNICIAN SBP.

<u>Step 1</u>. Look for the Transportation Technician SBP icon.
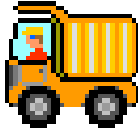

Figure 1-1   TTSBP Icon

<u>Step 2</u>. Left-double mouse click on the icon.

<u>Step 3</u>. Wait for TTSBP to load on your desktop and look for the Login Box.
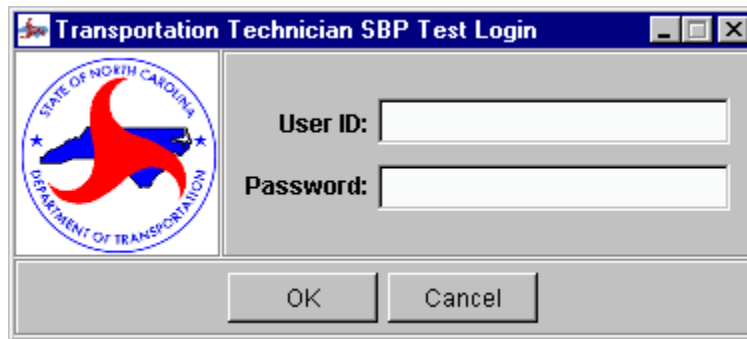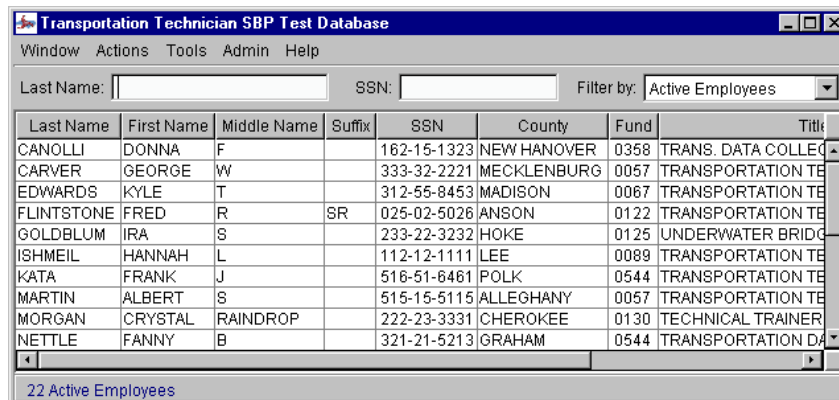

Figure 1-2 Login Screen

<u>Step 4</u>. Enter your NCDOT Netscape Email User ID and Password in the Login Box.

<u>Step 5</u>. You will see the Employee screen showing the transportation technician personnel that your role is allowed to view.

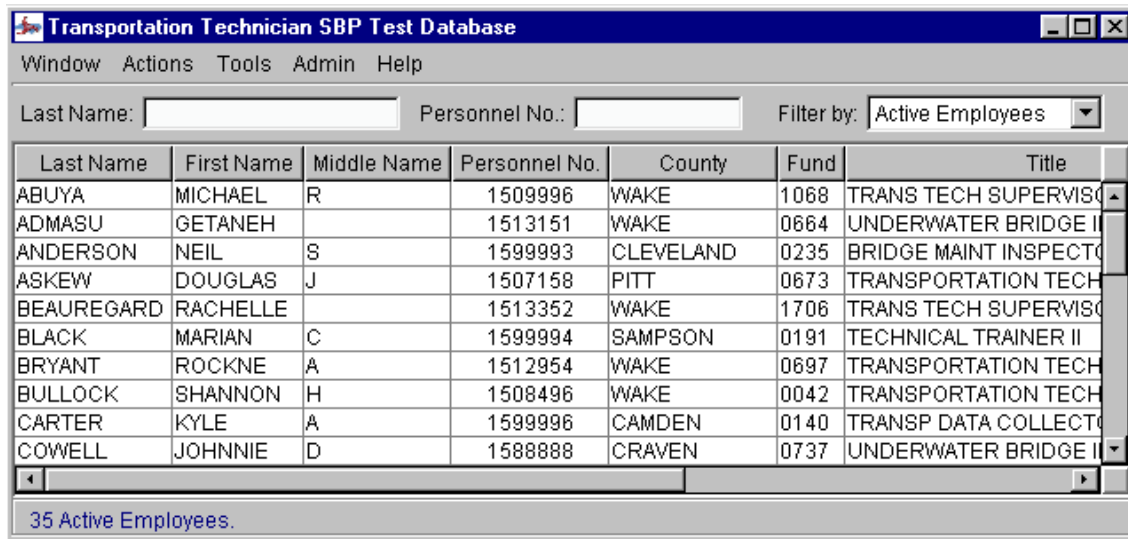| Last Name	First Name	Middle Name	Suffix	SSN	County	Fund	Title
CANOLLI	DONNA	F		162-15-1323	NEW HANOVER	0358	TRANS. DATA COLLEC
CARVER	GEORGE	W		333-32-2221	MECKLENBURG	0057	TRANSPORTATION TE
EDWARDS	KYLE	T		312-55-8453	MADISON	0067	TRANSPORTATION TE
FLINTSTONE	FRED	R	SR	025-02-5026	ANSON	0122	TRANSPORTATION TE
GOLDBLUM	IRA	S		233-22-3232	HOKE	0125	UNDERWATER BRIDG
ISHMEIL	HANNAH	L		112-12-1111	LEE	0089	TRANSPORTATION TE
KATA	FRANK	J		516-51-6461	POLK	0544	TRANSPORTATION TE
MARTIN	ALBERT	S		515-15-5115	ALLEGHANY	0057	TRANSPORTATION TE
MORGAN	CRYSTAL	RAINDROP		222-23-3331	CHEROKEE	0130	TECHNICAL TRAINER
NETTLE	FANNY	B		321-21-5213	GRAHAM	0544	TRANSPORTATION DA

22 Active Employees

Figure 1-3 Initial Screen for TTSBP System.

Transportation Technician Skill Based Pay

2. THE INITIAL INFORMATION DISPLAYED

(Excel spreadsheet style) is:

- Last Name,
- First Name,
- Middle Name,
- Personnel number,
- County,

- Fund,
- Title,
- Position number,
- Race
- Gender

Figure 2-1 Initial Information Screen

Searches can be performed on either the "Last Name" or the "Personnel No." field. Filtering can be either "Active Employees" or "Inactive Employees." Sorting can be performed on any field by double-clicking the field name.

Menu options are "Window", "Actions", "Tools", "Admin", and "Help."

- The "**Window**" option allows the user to **exit** the program.
- "**Actions**" allows the user to **add, edit, activate, deactivate or delete** an employee. It also allows the user to edit an employee's skills.
- "**Tools**" provides a mechanism for **printing** assignments and salaries; for **viewing** skills and paths; and for **running reports** of employee information based on compensation level, cost center, and market rate.
- The "**Admin**" option allows the user to **add, drop or swap** assignments; to edit skills and paths; and to **add, edit, delete, enable or disable** other users.
- The "**Help**" option lets you **view** information about the Skill Tracking System.

Transportation Technician Skill Based Pay

3. ACTIONS
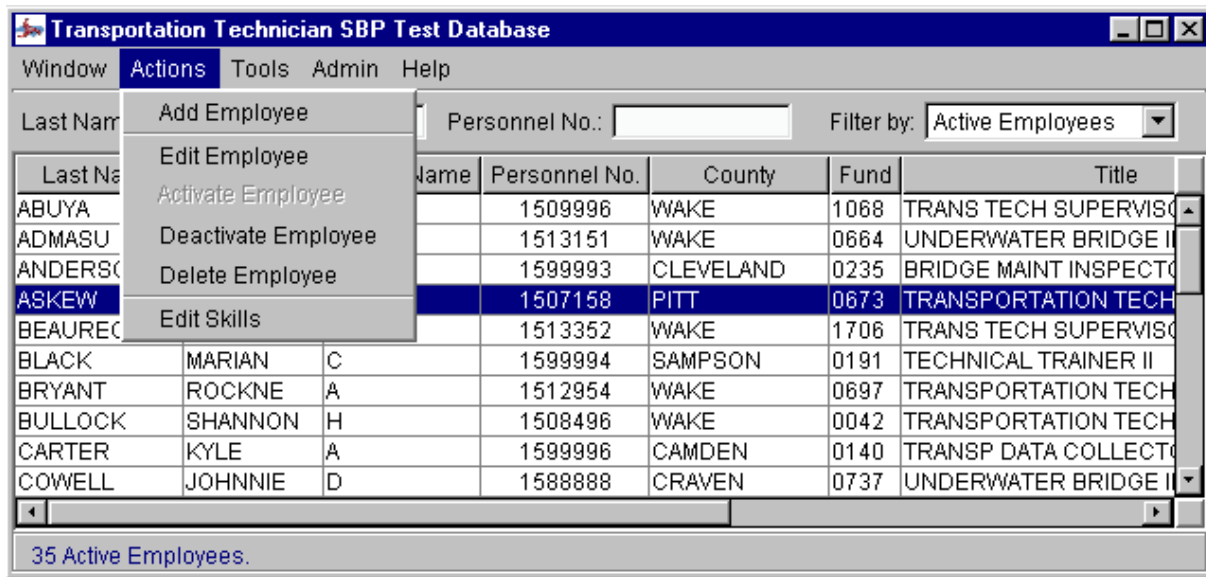
Figure 3-1 Action Options

3.1 ADD EMPLOYEE.

Upon selecting this option, you will be prompted for the employee's Personnel identification number.

If the employee's personnel information is available, you will see the Add Employee screen with the personnel information already entered. Add any additional information and press the **Save Employee** button when finished.

Transportation Technician Skill Based Pay

Figure 3.1 – 1 Add Employee Window. Fields on the "Add Employee" screen are divided into three areas: Identification Info, EEO Info, and Position Info.

Having completed the necessary fields, the user may choose to save the entry or close the window without saving. In addition to the command buttons ("Save" and "Close"), there are two pull-down menus on this screen, "Window" and "Print." The "Window" menu allows the user to close the window. The "Print" menu allows the user to print the employee's profile.

If the employee's personnel information is not available, you will see a warning and the employee will not be able to be added at this time.

Data for personnel fields is available by data transfer. You cannot add information or edit information to one of the personnel fields. These fields are updated daily (business days). Please contact your system administrator if additional edits are required.

3.2 EDIT EMPLOYEE.

When this option is selected, a window identical to the "Add Employee" window pops up. The user can make whatever edits are necessary and then decide whether to save the changes or close the window (thus keeping the older data). Note: Personnel information fields are locked and cannot be edited from this system. Please contact your System Administrator regarding editing locked fields.

Figure 3.2 – 1 Edit Employee Window

3.3 ACTIVATE/DEACTIVATE EMPLOYEE.

These commands act as toggles to move a selected employee to either active or inactive status. Making an employee inactive is preferable to deleting an employee from the database. If an employee is rehired or by some other means made active once more, the data for that employee is still stored in the database. If you deleted the employee, that information would all be gone.

3.4 EDIT SKILLS.

When you select this option, one of three screens will appear. The employee may not have a skill path available to him/her; a skill path may not have been selected; or the proper screen for editing skills. These screens are as follows:

Figure 3.4 – 1 No Skills
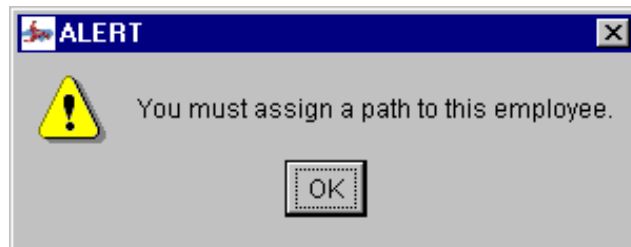
Figure 3.4 – 2 No Selected Path

Figure 3.4 – 3 Proper Screen for Editing

Transportation Technician Skill Based Pay

There are four tabs available in the Skill **Edit** window. They are paths, assignments, performance and allowance.

3.4.1 PATHS

The **PATHS** screen is used to select (update) the path chosen for the employee. The path shown in this window lists the skills needed to attain completion of the path. For a path to be available to an employee, the employee's fund, title and title code must match the path criteria (employee level and cost center).

Figure 3.4.1 – 1 Paths Screen

3.4.2 ASSIGNMENTS.

The **Assignments** tab allows the user to view, **add**, **edit** or **delete** skills that have been awarded to an employee. The award may be due to work (20% or more of work time, less than 20% of work time).

Figure 3.4.2 – 1 Assignments Screen.

Transportation Technician Skill Based Pay

ADD.

If the user wants to add a skill to the employee, he/she would select the "**Add**" command button.

Figure 3.4.2 – 2 Add a Skill.

All available skills are listed in this window. To find a skill quickly, enter the skill number in the skill search field near the top of the screen. The created and effective dates must be populated for the "add" to take place. After choosing whether the skill takes less than or greater than 20%, the user may add the skill to the selected employee or close the window (no changes or additions put in effect).

EDIT.

The "**Edit**" command button allows the user to edit a selected skill. The skill number can not be edited – only the dates (created, effective) and whether the task takes less than or greater than 20% of the time.

Figure 3.4.2 – 3 Skill number cannot be edited.

DELETE.

By selecting the "**Delete**" command button from the Assignments window, you may delete a selected skill. You will be prompted for confirmation on the delete.
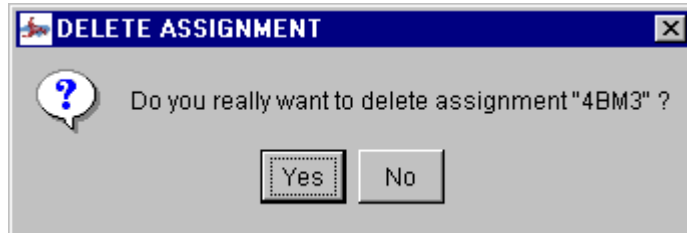
Figure 3.4.2 – 4 Warning given when deleting.

3.4.3 PERFORMANCE.

The **Performance** window allows the user to view the earned skills – both for the assigned/planned path (core skill) as well as skills earned outside the path requirements (add-on skill). Also shown on this screen is salary data concerning the position, the track, the earned skills, and the recommended salary for the employee.

Figure 3.4.3 – 1 The Performance screen.

The "**MIN**" and "**MAX**" fields relate to the lower and upper bounds of the salary range for the position title/ title code. The "**CORE**" field reflects those skills on the path that have been met. The "**ADD-ON**" field reflects values of skills not on the path that have been met in the current year. The field "**MKT REF**" reflects the market value/reference for the position title/ title code. The field

"**PERFORM**" is the combination of the **CORE** skills and the **ADD-ON** skills. The field "**CUR SAL**" is the employee's current salary. The field "**REC SAL**" is the recommended salary for this specific employee (based on skill values met and current salary).

3.4.4 ALLOWANCE AND ROLLING DATE.
The **Allowance** window displays the Salary Actions Table, Skill Allowance Information, and Salary Data. Salary changes, accompanied by the respective effective date, are shown in the "**Salary Actions Table**." This information is used to assure that no employee exceeds a 10% skill allowance in any given 12-month period**.**

The end date of the 12-month period is called the rolling date**.** The system calculates backward 12 months to find the period start date and the "skill-based pay salary." The 10% allowance is computed on the skill-based pay salary. All acceptable skills[1] completed during the 12-month period and all in-range salary events awarded within the 12-month period are deducted from the allowance.

It is possible to plan for future skill or in-range salary awards by entering the data with the proposed appropriate future date and using that date as the rolling date. To edit the rolling date, select the pull-down menu "Salary History". You must be on the Salary History tab to be able to access the Salary History pull-down menu. You can edit the rolling date from that menu.

Skill Allowance Information includes the "**Rolling Date**", the "**SBP Salary**", the "**Skill Allowance**", and the "**Balance**" available of the "Skill **Allowance**." The field "**Skill Allowance**" reflects 10% of the "**SBP Salary."**

The Salary Data Information includes the "**Minimum**", "**Reference**", "**Maximum**", "**Current**", and "**Recommended**" salary amounts. As in the Performance window, the fields "**Minimum**" and "**Maximum**" refer to the lower and upper bounds of the salary range for the given position title and title code. The "**Reference**" amount is the researched market value for the position. The "**Current**" amount is what the employee is currently paid. The "**Recommended**" amount is what the employee should be paid based on market value, skills and experience.

---

[1] A skill must be appropriate for the department code and the level of the employee.

Transportation Technician Skill Based Pay

Figure 3.4.4 – 1 The Allowance screen.

4. TOOLS.

The **TOOLS** pull-down menu allows the user to **Print Assignments, Print Salaries, View Skills, View Paths**, and run **Reports**.

4.1 PRINT ASSIGNMENTS.

The **Print Assignments** window allows you to enter a specific skill and then run a report so you can view all the employees who have earned that skill.

Figure 4.1 – 1 Print Assignments Screen.

You can select a specific division and/or county for this report.

Figure 4.1 – 2 You may choose a division and/or a county. However neither item is required to run the report.

To run the report, click on the Print button.

Figure 4.1 – 3 Sample report for Skills.

Transportation Technician Skill Based Pay

4.2 PRINT SALARIES.
The **Print Salaries** window allows you to print salary information for workers
assigned to the selected cost center.
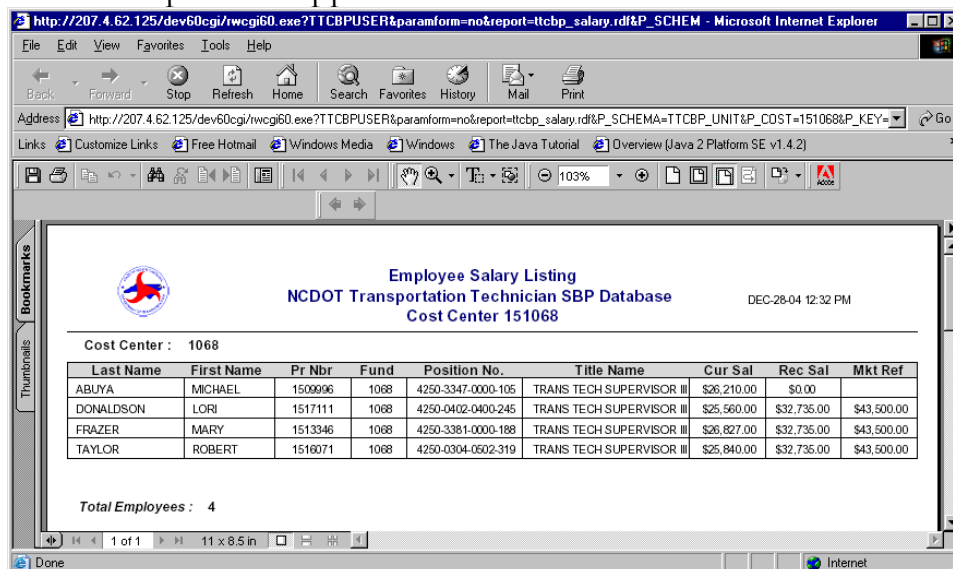
Figure 4.2 – 1 Print Salary screen.

The Print Salaries report will appear as follows:

Figure 4.2 – 2 Example of Print Salaries report.

Transportation Technician Skill Based Pay

4.3 VIEW SKILLS.

The **View Skills** screen lists all the skills offered by the selected unit.

Figure 4.3 – 1 View Skills screen with unit selection.

4.4 VIEW PATHS

The **VIEW PATHS** screen lists all paths offered by the selected unit.

Figure 4.4 – 1 View Paths Screen (w/o unit selected).

Transportation Technician Skill Based Pay

First, select a unit:
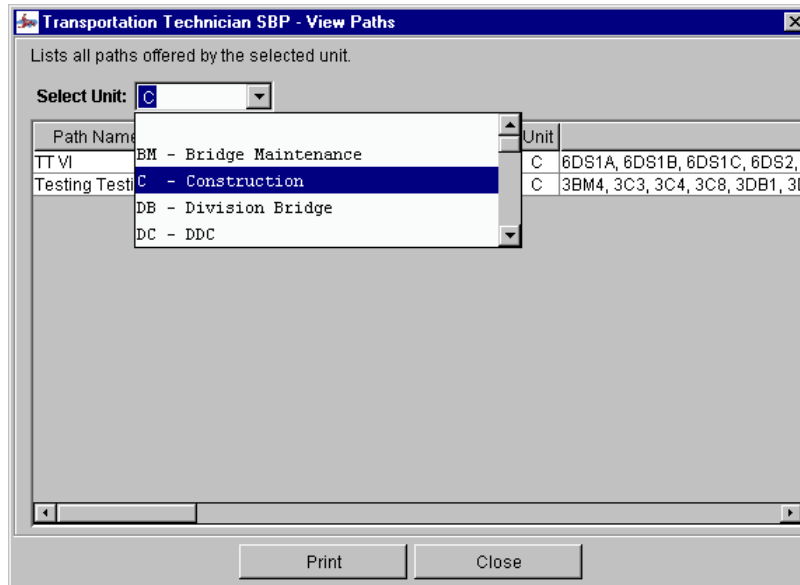
Figure 4.4 – 2 View Paths screen showing some of the units available for selection.

Second, select a path.
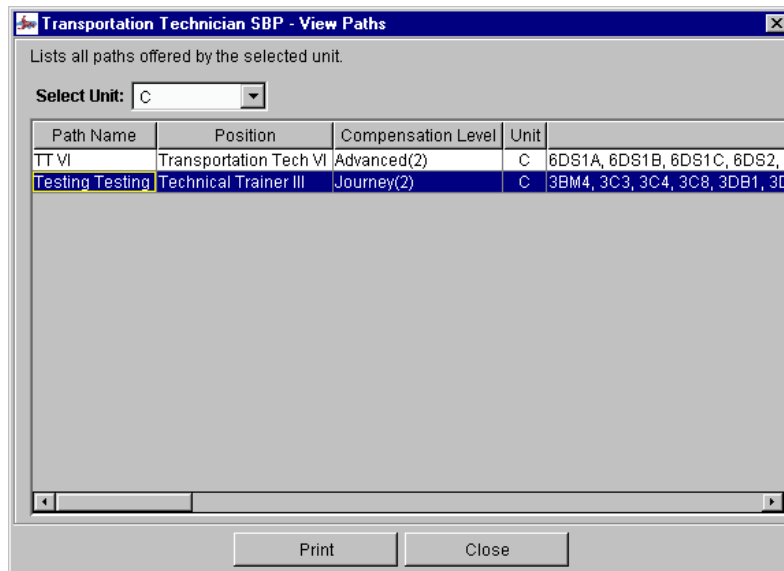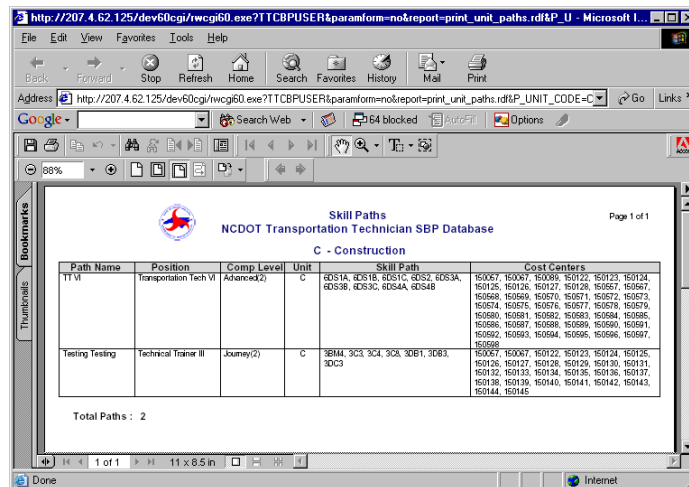
Figure 4.4 – 3 Selecting path "Testing Testing."

The resulting report follows:

Figure 4.4 – 4 Sample of Skill Path report.

The last item on the **TOOLS** menu is **REPORTS**.

Figure 4.5 – 1 Selecting "Reports" from the "Tools" menu.

4.5 REPORTS.
The **REPORTS** option brings up the following screen:

Figure 4.5 – 2 Report options after selecting "Report" from the "Tools" menu.

Transportation Technician Skill Based Pay

This feature allows the user to run reports on compensation, skill, demographics, or paths.   All of these reports allow the user to choose between running the report (with subsequent printing) or sending the report information to an **Excel spreadsheet**.

4.5.1 EXCEL.
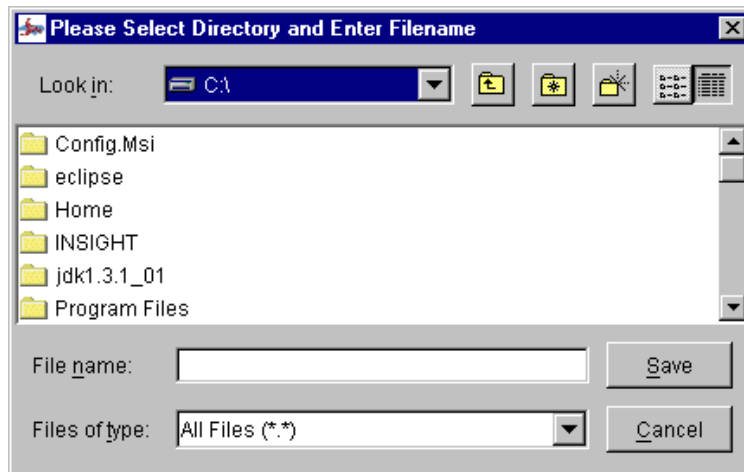
Figure 4.5.1 – 1 Enter a name for your file and select the directory where you want the file stored.

If the Excel spreadsheet button is selected, a window pops up requesting directory and file name for saving the report. After saving the file, Excel will be automatically called and will display your spreadsheet.

4.5.2 COMPENSATION REPORT.
The **compensation report** allows you to select one of several levels – or all of the levels. Cost center – or cost centers – information is not mandatory but can be used to limit the report. The market rate function determines which employees are above or below their recommended salary.
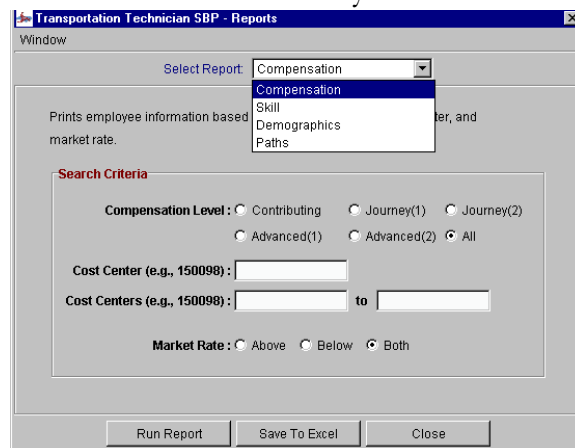
Figure 4.5.2 – 1 Screen for entering Compensation Report data.

The resulting report resembles the following figure.

Figure 4.5.2 – 2 Sample report showing Compensation.

4.5.3 SKILL REPORT.

Figure 4.5.3 – 1 Screen for entering skill data.

Transportation Technician Skill Based Pay

The **SKILL REPORT** prints employees that have been assigned the specific core or add-on skill, within the specified cost center and market rate.

Figure 4.5.3 –2 Sample Skill Report

The user must know the skill being sought. Cost center(s) information is not mandatory but is helpful in limiting the report. Market rate reflects the market value as defined by the set of core skills.

4.5.4 DEMOGRAPHICS REPORT.
The **DEMOGRAPHICS REPORT** prints employee demographic information by compensation level, work unit, cost center, division, county, race, and gender.

Figure 4.5.4 – 1 Screen for entering demographic data.

Transportation Technician Skill Based Pay

The report can be filtered by compensation level:

Figure 4.5.4 – 2 Demographics entry screen showing compensation levels for selection.

Or you can filter the report by work unit:

Figure 4.5.4 – 3 Demographics entry screen showing some of the work units for selection.

Figure 4.5.4 – 4 Sample Demographics Report.

4.5.5 PATHS REPORT.
The **PATHS** report prints employees that have been assigned to the selected path.

Figure 4.5.5 – 1 Entry screen for Paths Report.

Paths are filtered by unit.

Transportation Technician Skill Based Pay

Figure 4.5.5 – 2 Paths' entry screen showing some of the units available for selection.

In this case, the Construction unit is chosen. The skill paths for this unit are shown. Select one of the paths.

Figure 4.5.5 – 3 Two skill paths are available for the Construction ('C') unit. Choose either path and run report.

Transportation Technician Skill Based Pay

Figure 4.5.5 – 4 The "Testing Testing" path is chosen.

After choosing a skill path, print the report. (The report will print to screen.)

Figure 4.5.5 – 5 Sample of a Path Assignment Report.

Transportation Technician Skill Based Pay

5. ADMIN.
Under the **ADMIN** selection, the user can perform **Assignments**, add and edit **Skills**, manage skill **PATHS**, and manage **USERS**.
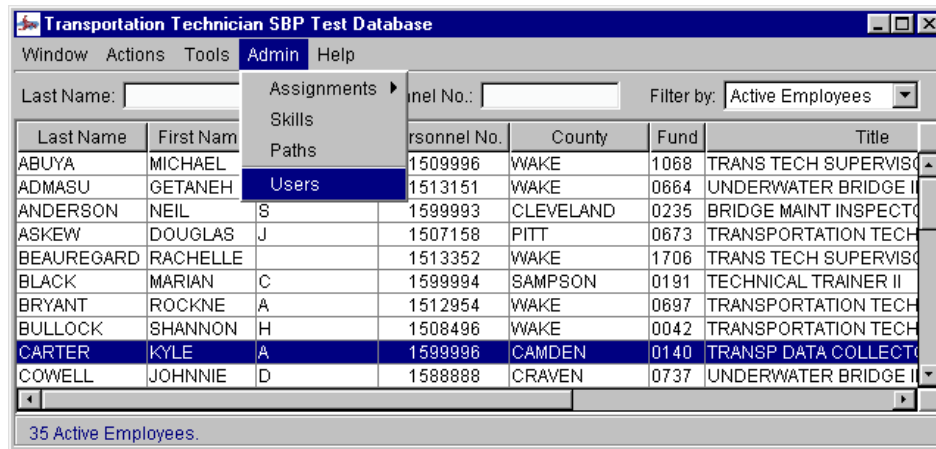
Figure 5 – 1 Displaying pull-down menu selections for Admin tab.

5.1 ASSIGNMENTS.
Using the **ASSIGNMENTS** selection, the user can add, drop, or swap skills.
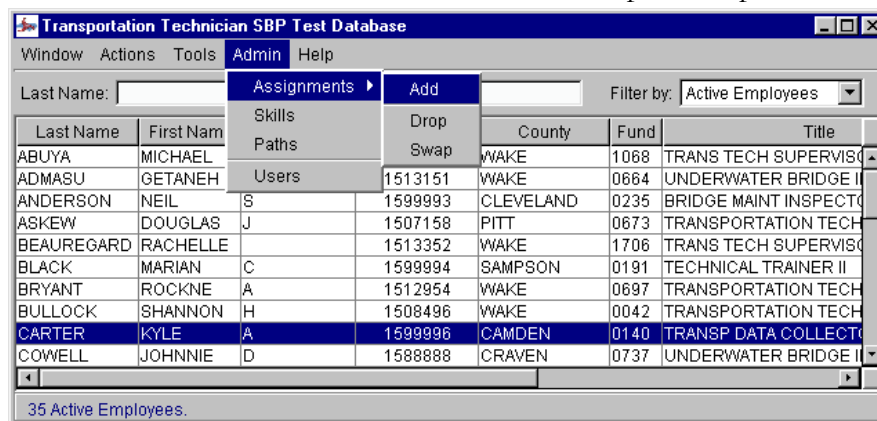
Figure 5.1 – 1 Options available under the Assignments selection of the Admin pull-down menu.

5.1.1 ADD.
The **ADD** option assigns a designated skill to all employees.
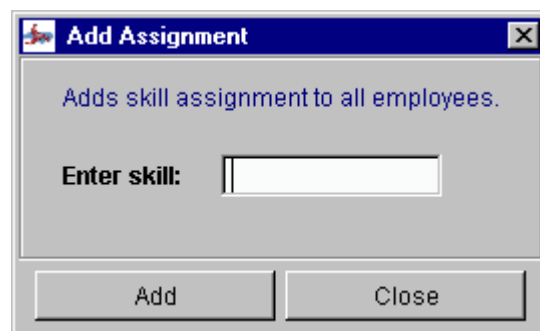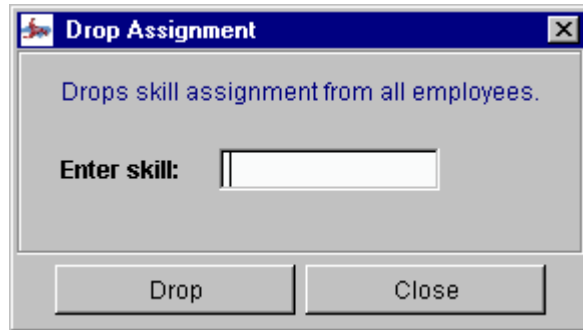
Figure 5.1 – 2 Entry screen for skill to be assigned to all employees.

5.1.2 DROP.

The **DROP** option deletes a designated skill from all employees with that skill.
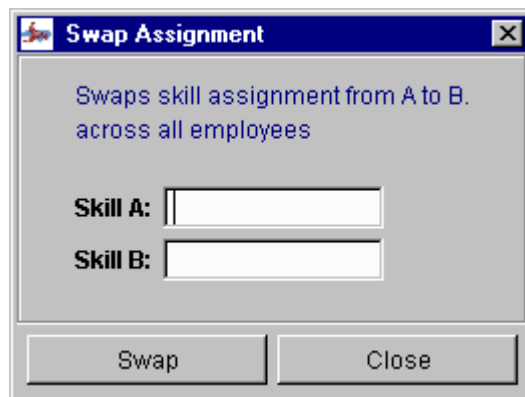
Figure 5.1.2 – 1 Entry screen for skill to be deleted from all employees.

5.1.3 SWAP.

The **SWAP** option allows for a designated skill to be replaced by a second designated skill.

Figure 5.1.3 – 1 Entry screen for swapping one skill for another.

5.2 SKILLS.

The **SKILLS** selection under the **ADMIN** tab allows the user to add, edit, delete and print skills. To find the skill quickly, enter the first characters of the skill you seek (or all the characters) in the Skill Name field. Skill information on this screen is filterable by unit.

Figure 5.2 – 1. The main skill screen can be filtered by skill name or by unit.

5.2.1 ADD A SKILL.

To **ADD A SKILL**, you will need to know the name, rank number, duty number, the skill description, and the measurements. Click on the **ADD** button.

Figure 5.2.1 – 1 Entry screen for adding a skill.

5.2.2 EDIT A SKILL.
To **EDIT A SKILL**, select the skill and click on **EDIT**.

Figure 5.2.2 – 1 Sample of a skill (4BM1) brought up for editing.

5.2.3 PRINT SKILLS.

The **PRINT** button produces a report of all skills for a specific unit. You must first select the unit prior to clicking the **PRINT** key.

Figure 5.2.3 – 1 Sample report of skills for the Bridge Maintenance (BM) unit.

Transportation Technician Skill Based Pay

5.3 PATHS.

The **PATHS** selection under the **ADMIN** tab allows the user to add, edit, delete and print skills. To find the skill quickly, enter the first characters of the skill you seek (or all the characters) in the Skill Name field. Skill information on this screen is filterable by unit.

Figure 5.3 – 1 This screen shows all available skill paths. It has not been filtered by unit. User must select only one path from the report.

5.3.1 ADD A PATH.

To **ADD A PATH**, click on the "**Add**" button. The following screen appears:

Figure 5.3.1 – 1 Entry screen for adding a skill path. You need to know what skills will be used for the path you are creating.

The user will need to know the path name, all the skills required for the path and the appropriate cost centers for this new path. Position type, skill level and unit code can all be selected from combo box components.

5.3.2 EDIT A PATH.
To **EDIT A PATH**, select the path to be edited. Click on the "**Edit**" button. Save after edits are complete, then close.

Figure 5.3.2 – 1 This examples shows path UBMIII is ready for editing.

5.3.3 FIND.
The **FIND** button allows the user to find employees with a specific path. If you do not select a path prior to pressing **FIND**, the following screen pops up:
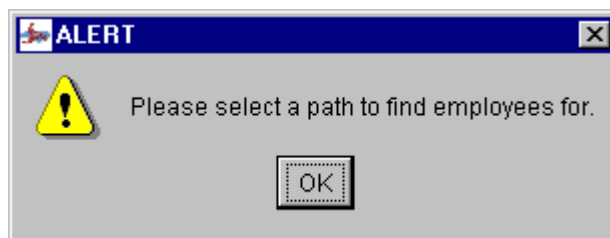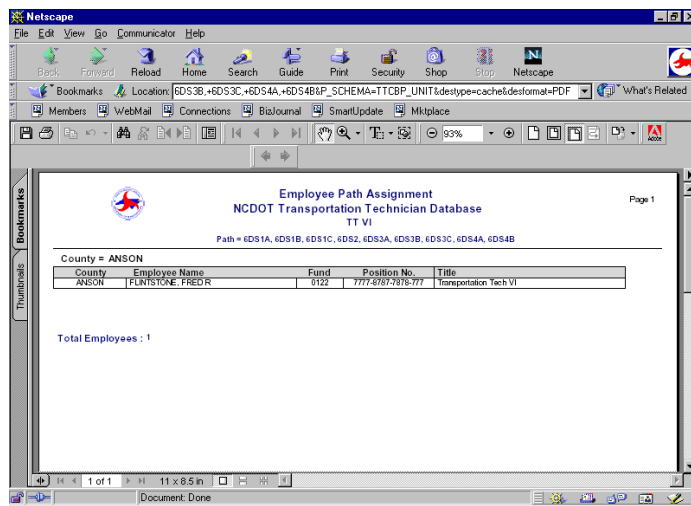
Figure 5.3.3 – 1 Warning screen if a path was not chosen.

Select the path and click **FIND**. The report will populate.
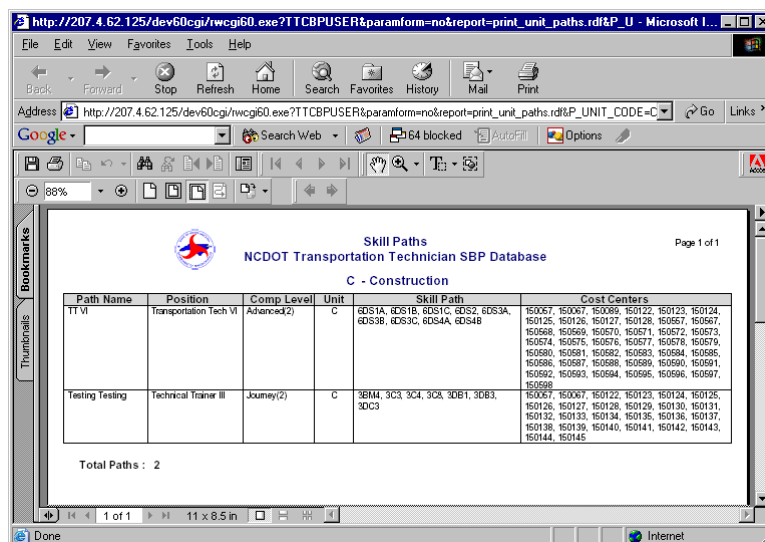
Figure 5.3.3 – 2 Resulting report after path TT VI was selected.

5.3.4 PRINT PATH ASSIGNMENTS.
To use the **PRINT** button, filter the list of paths by unit. Click on the **PRINT** button and a report will compile and display in Acrobat Reader.

Figure 5.3.4 – 1 This report shows the path assignments for the Construction ('C') unit.
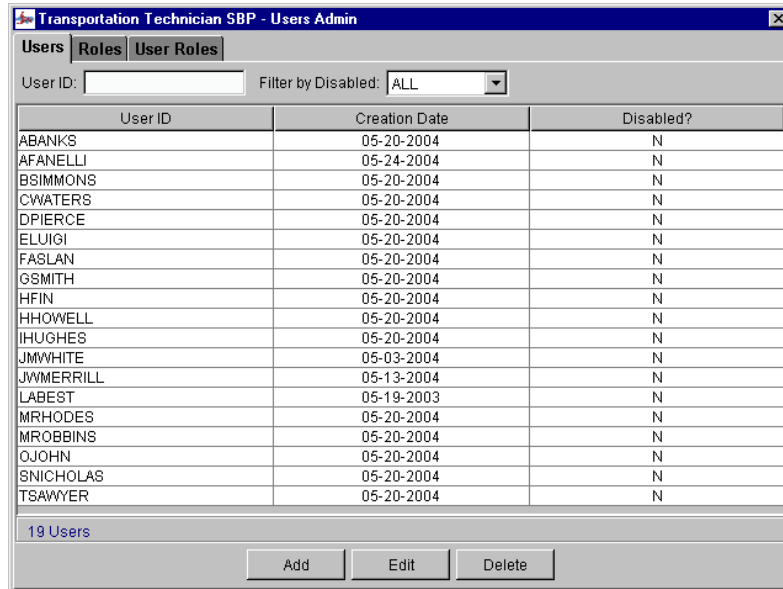
5.4 USERS.

The last option under the **ADMIN** section is **USERS**. There are three tabbed areas under **USERS**. They are **Users**, **Roles**, and **User Roles**.

5.4.1 USERS.

Under the **USERS** tab, you may add, edit or delete system users.

Figure 5.4.1 – 1 User screen showing selection of User ID HFIN.

5.4.1.1 ADD USER.

When you click the **ADD** button, a small screen pops up asking for user information. Use your Netscape email user name.
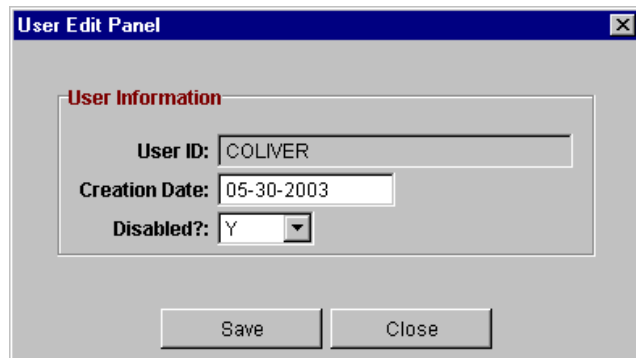
Figure 5.4.1.1 – 1 Input the user id, save your changes, and close the window.

Transportation Technician Skill Based Pay

5.4.1.2 EDIT USER.

If you choose to **EDIT A USER**, first select the user, then press the **EDIT** button. The information will display as follows:
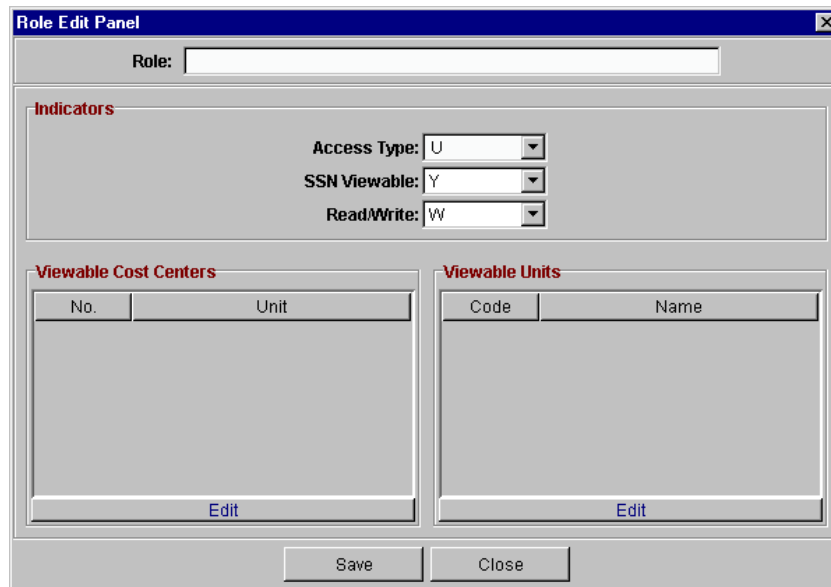
Figure 5.4.1.2 – 1 Editing screen for user COliver.

5.4.2 ROLES.

The **Roles** tab screen displays names of roles; the type of access the role has; whether the social security number is viewable; whether the role (user name *or type name*) has read only or write privileges; the cost centers viewable for that role, and the units associated with the role.

5.4.2.1 ADD ROLES.

Select the "Add" button on the "Roles" tab.

Figure 5.4.2.1 – 1 Entry screen for adding new role.

Transportation Technician Skill Based Pay

Add the name of the new role. Determine whether this role will have **U**pdate or **A**dministrative privileges. Decide if the social security number will be visible. Lastly, decide whether this role will have **R**ead or **W**rite privileges. Next, press the **Edit bar**/button under "**Viewable Cost Centers**." A small screen will pop up that allows you to choose the cost centers to be viewed by this new role.

Figure 5.4.2.1 – 2 Cost Centers can be sorted by number or by unit.

Select the cost center and press the "Add" key. Do this for all cost centers to be viewed by the role. Then click the Accept button. Close the window (little x in upper right corner of window – across from "Modify Viewable Cost Centers)."

Do the same for the Viewable Units as you did for the Viewable Cost Centers. Press the edit bar, select the unit, Add the unit, and, after all the units have been added, accept the units for viewing by this role.

Figure 5.4.2.1 – 3 Cost Centers and Units chosen for role Bridges.

5.4.2.2 EDIT ROLES.

When you select the **Edit** button of the **Roles** tab, the following screen appears:

Figure 5.4.2.2 – 1 To add additional cost centers, select the cost center and click on "Add".

You are now able to edit the access type, determine if the SSN should be viewable, and determine the type of access the role will have (read or write). To edit the viewable cost centers and/or units, use the respective Edit bar/button. To add, select the item and then press the Add button. To delete, select the item and press the Drop button. After all changes to viewable costs and viewable units are complete, click on the Accept key to save the changes.
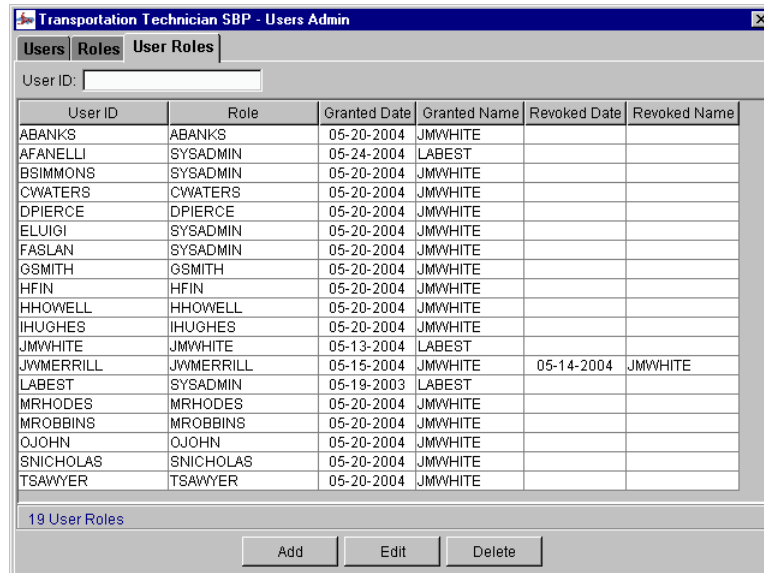
Figure 5.4.2.2 – 2 Cost Centers and Units chosen for role Bridges.

5.4.3 USER ROLES.
The tab **USER ROLES** allows a **user role** to be applied to a user.

Figure 5.4.3 – 1 The User Role screen shows the User ID, the Role granted, the name of the grantor and the granted and revoked dates.

5.4.3.1 ADD A USER WITH ROLE.
To add a user with role, click on the Add button.

Figure 5.4.3.1 – 1 Entry screen for adding a new user with role.

Enter the User Id, the User Id of the person granting the addition (most likely yourself), and select a current role from the table. When all this information is in place, click on the SET button. Click on the **Save** button, then click on the **Close** button to exit this screen.

5.4.3.2 EDITING A USER ROLE COMBINATION.
Editing a user role combination is similar to the Add. Select a user role combination to edit, then click on the Edit button.

Figure 5.4.3.2 – 1 Select user, press Edit.

Figure 5.4.3.2 – 2 User can now be edited.

Make the necessary corrections. If the user role combination is being revoked, enter the "revoked by" and the "revoked date" information. When you click the save button, the revoked status is added to the user role table. Remember that revoking a user role combination does not delete the combination. It merely renders that combination inactive until re-granted.

6. HELP.
The **HELP** tab displays information about the program.
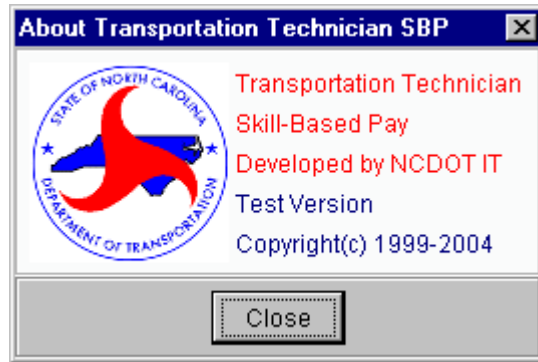
Figure 6 – 1 Information provided when the "Help" tab is selected.

APPENDIX

7. SETUP OF SOFTWARE ON YOUR DESKTOP

Open an Internet Explorer window.
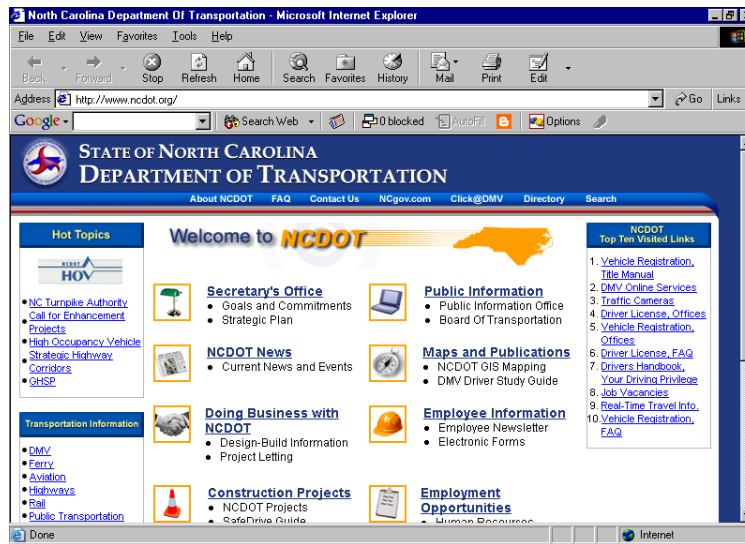
Figure 7 – 1 Default Internet Explorer browser.

Type in the following URL:

http://oratccap01/ets-apps/cbp.html
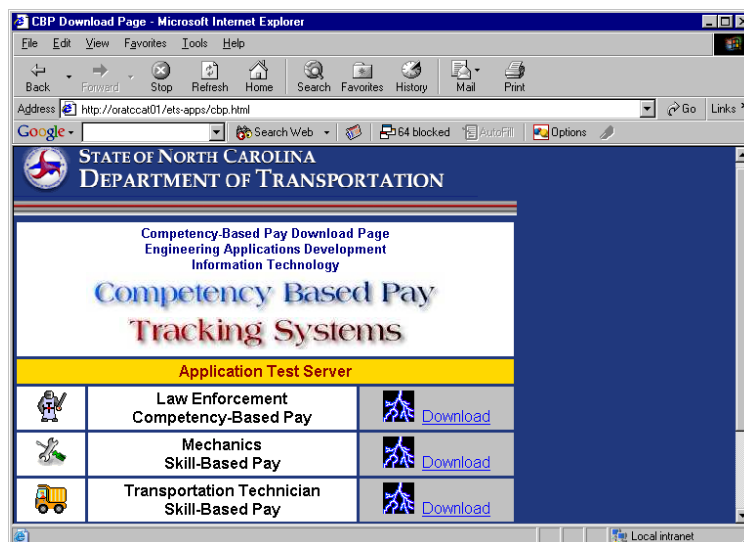
Figure 7 – 2 Skill Based Pay Tracking Systems window.

Transportation Technician Skill Based Pay

There are four (4) current systems to download and an entry for contact information from which to choose.

Figure 7 – 3 Four systems plus contact information from which to choose.

Select the desired download by clicking on the download link. A Java WebStart window will appear while it processes in the background.

Figure 7 – 4 Processing pop-up window for Transportation Technicians Skill Based Pay system.

Transportation Technician Skill Based Pay

Figure 7 – 5 Warning pop-up window. Choose "Start."

Choose and click on the "Start" button.

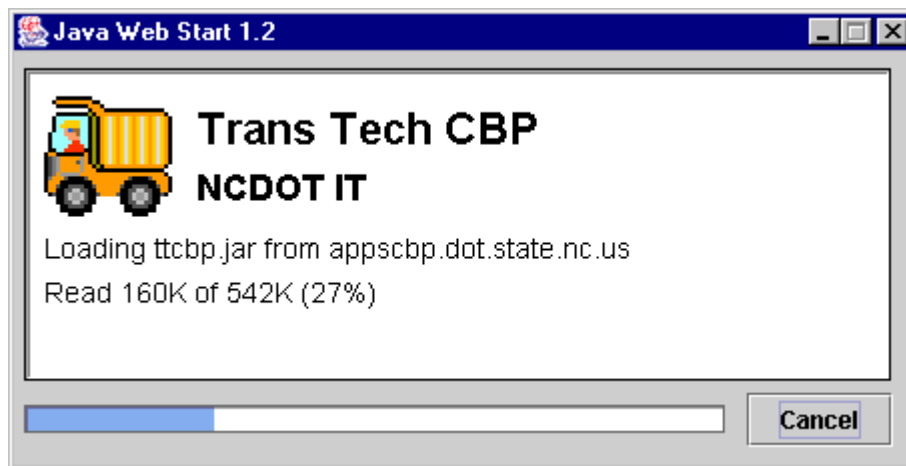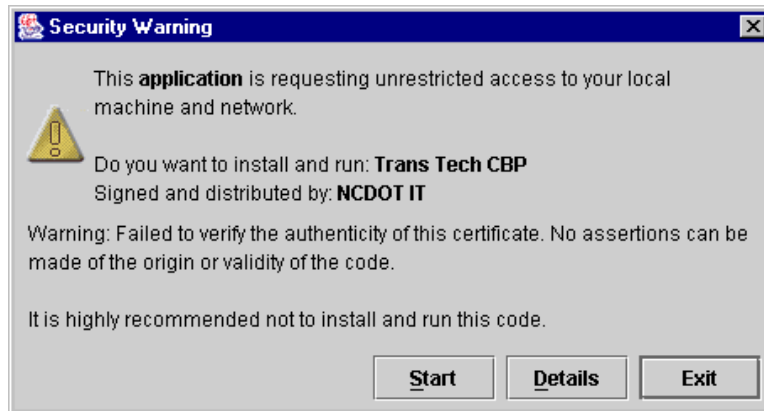Figure 7 – 6 A pop-up window for the SBP being installed will show briefly on your screen.
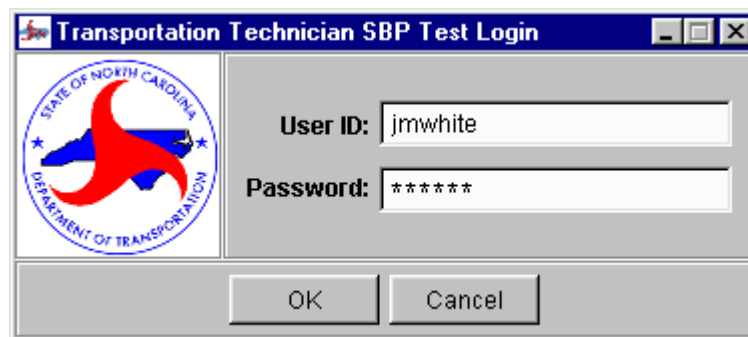

Figure 7 – 7 As the processing continues, a logon screen will pop-up. Enter your User ID and password. Select "OK."
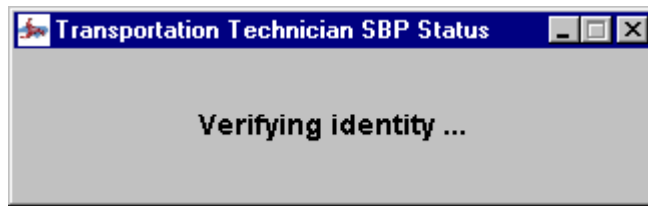
Transportation Technician Skill Based Pay

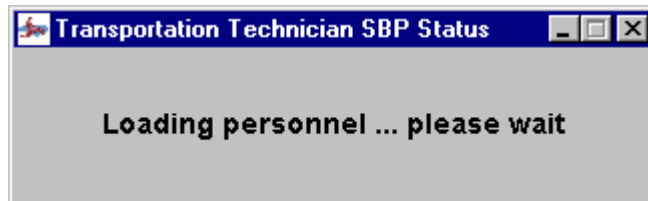Figure 7 – 8 Identity will be verified prior to loading personnel information.

Figure 7 – 9 If you are authorized to use this system, the
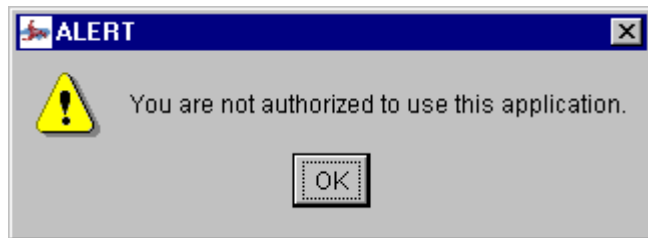personnel information will load.

Figure 7 – 10 If you are not authorized to use the application, this
ALERT pop-up window will appear.

Contact your appropriate systems administrator to acquire authorization for the
program. If you are authorized for the system, and it has loaded, you now have the
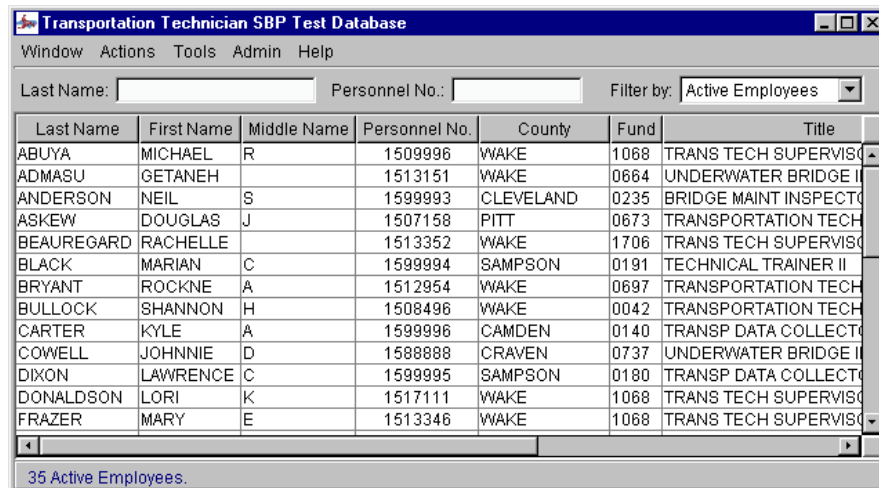initial screen shown in the Administrative Program Guide.

Figure 7 – 13 Initial information screen.

If you run the download a second time, you will be prompted to load icons.
Select the icons you would like and click on "Yes." Otherwise, click on "No."